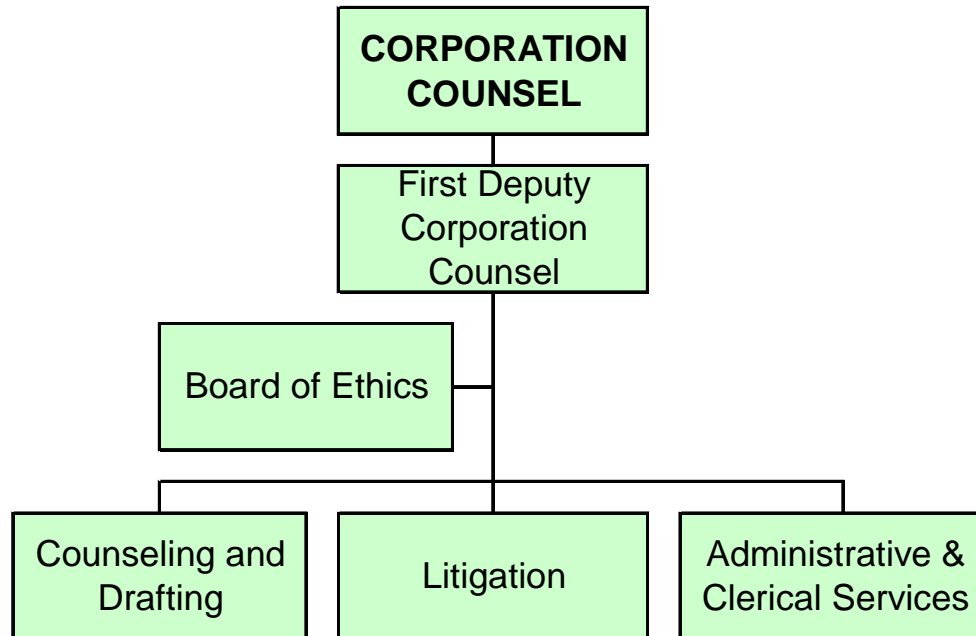


DEPARTMENT OF THE CORPORATION COUNSEL

Departmental Organization Chart



DEPARTMENT OF THE CORPORATION COUNSEL

Department Summary

Mission Statement:

To support the County government by providing legal advice and representation that promotes the public interest.

Department Goals:

1. Create a department that is well-organized and structured in a manner that promotes efficiency in the use of valuable attorney and staff time and skills.
2. Develop a trained and knowledgeable Department workforce.
3. Create a cohesive department with good morale and a collegial work environment.

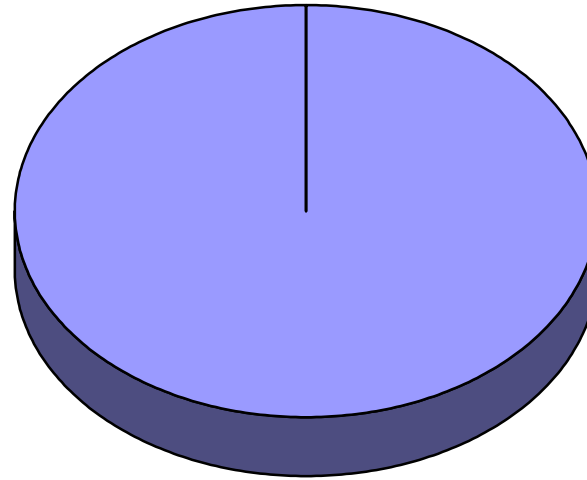
Department Revenues and Expenditures:

	General Fund	Bond Fund	Federal Funds	State Funds	Lapsed Bond	Park Assessment	Grant Revenue	Total
<u>Revenues</u>								
Total Revenues	\$ 1,592,830	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 1,592,830
<u>Expenditures</u>								
Legal Services	1,592,830	0	0	0	0	0	0	1,592,830
Total Expenditures	\$ 1,592,830	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 1,592,830

DEPARTMENT OF THE CORPORATION COUNSEL

Department Summary

FY 2004 Budget by Program



Corporation Counsel
22.0 E/P \$1,592,830

Includes:
Board of Ethics
Charter Commission

General Fund:	\$	1,592,830	General Fund E/P:	22.0
Grant Revenue:	\$	0	Grant Revenue E/P:	0.0
TOTAL BUDGET:	\$	1,592,830	TOTAL EQUIVALENT PERSONNEL:	22.0

DEPARTMENT OF THE CORPORATION COUNSEL

Legal Services

Program Description:

The Department of the Corporation Counsel serves as legal adviser and legal representative of the County of Maui; of the Council, the Mayor, all Departments, and all Boards and Commissions; and of all officers and employees in matters relating to their official duties.

Program Goals and Activities:

Goal 1	Create a department that is well-organized and structured in a manner that promotes efficiency in the use of valuable attorney and staff time and skills.
Completion Date	December 2003

Objective of Activity	Division	Activity	Activity Output	Grant Funded	Grant Amount
To restructure the Department and realign attorney assignments to improve performance and clarify responsibilities.	Litigation	Establish a more clearly delineated section within the Department devoted to litigation responsibilities and duties.	Revised internal organization chart (which includes paralegal).	N	
			Revised list of duties and assignments by topic.	N	
	Counseling and Drafting Section	Establish a more clearly delineated section within the Department devoted to counseling and drafting responsibilities and duties.	Revised internal organization chart.	N	
			Revised list of duties and assignments by topic.	N	
	Administrative & Clerical Services	Reassign and train administrative and clerical staff in accordance with restructuring of litigation and counseling and drafting sections.	Revised list of duties and assignments by topic.	N	

DEPARTMENT OF THE CORPORATION COUNSEL

Legal Services

Program Goals and Activities (Continued):

Goal 2	Develop a trained and knowledgeable Department workforce.
Completion Date	June 2004

Objective of Activity	Division	Activity	Activity Output	Grant Funded	Grant Amount
<p>To enhance professional skills of attorneys and staff.</p> <p>To encourage training opportunities for attorneys and staff.</p>	Litigation	Sponsor attorney and staff attendance at professional workshops, seminars and conferences coordinated by outside professional and teaching organizations or by County resource instructors.	Certificate of completion or log of attendance concerning workshops, seminars and conference.	N	
	Counseling & Drafting Section				
	Administrative & Clerical Services	Encourage participation by each member of the Department in at least one or more such workshops, seminars or conferences during fiscal year.	Certificate of completion or log of attendance concerning workshops, seminars and conference.	N	
		Sponsor attorney-led discussions on topics of interest to Department and clients.	Certificate of completion or log of attendance concerning workshops, seminars and conference.	N	

Goal 3	Create a cohesive department with good morale and a collegial work environment.
Completion Date	June 2004

Objective of Activity	Division	Activity	Activity Output	Grant Funded	Grant Amount
<p>To improve and maintain lines of communication within the Department and between the Department and clients.</p> <p>To encourage the sharing of thoughts and ideas among attorneys, paralegal and administrative and clerical staff.</p>	Litigation	Convene quarterly meetings of entire Department.	Meeting agendas.	N	
	Counseling & Drafting Section	Convene separate monthly meetings of litigation section, counseling and drafting section, and administrative and clerical services section.	Meeting agendas.	N	
	Administrative & Clerical Services				

DEPARTMENT OF THE CORPORATION COUNSEL

Legal Services

Program Goals and Activities (Continued):

Objective of Activity	Division	Activity	Activity Output	Grant Funded	Grant Amount
To improve and maintain lines of communication within the Department and between the Department and clients. To encourage the sharing of thoughts and ideas among attorneys, paralegal and administrative and clerical staff.	Litigation Counseling & Drafting Section Administrative & Clerical Services	Require the submission by attorneys of brief, electronically-filed reports of most important issues, matters and cases worked on during workweek, and compile reports for distribution.	Compilation of workweek reports.	N	

Program Resources - General Fund:

Expense Type	FY 2000 Actual	FY 2001 Actual	FY 2002 Actual	FY 2003 Appropriation	Request	FY 2004 Expansion	Total
Equivalent Personnel E/P	22.0	22.0	22.0	22.0	22.0	0.0	22.0
Salaries and Wages	\$ 1,084,016	\$ 1,098,051	\$ 1,156,151	\$ 1,241,088	\$ 1,281,674	\$ 0	\$ 1,281,674
Operations	136,236	179,755	273,230	216,735	206,456	0	206,456
*Operations Special Cost	44,617	52,817	67,120	60,000	100,000	0	100,000
Equipment	4,555	11,107	6,395	0	4,700	0	4,700
Program Total	\$ 1,269,424	\$ 1,341,730	\$ 1,502,896	\$ 1,517,823	\$ 1,592,830	\$ 0	\$ 1,592,830

*Operations Special Costs: Reflects an appropriation for Claims, Settlements, and Judgments

Program Highlights:

The Department of the Corporation Counsel has provided, and continues to provide, legal advice and legal representation on a comprehensive range of issues in the course of providing services to many different County officers, employees, and agencies. A list of various Department practice areas includes almost one hundred different types or categories of assignments, ranging from civil rights, land use, procurement, housing, and water, to municipal finance, collective bargaining, taxation, real property, and various regulatory actions and enforcement procedures. These legal services are provided primarily through the efforts of a Department that, when fully staffed, consists of a total of twelve attorneys, one paralegal, one investigator and eight clerical staff members.

DEPARTMENT OF THE CORPORATION COUNSEL

Legal Services

Program Highlights (Continued):

The workload borne by the Department has been considerable. In FY 2002, 4,375 requests for legal services were recorded. (This does not reflect those occasions when informal requests for assistance were made, usually for matters that are routine or not requiring extensive or formal review and response.) The total number of board and commission meetings attended by Department attorneys during a typical year now approximates 600. (This total does not reflect the number of meetings attended by Department attorneys and/or staff with the Mayor, department heads and deputies, division administrators, executive assistants, legislative and legal analysts, other County and State officials and employees, attorneys and agents representing private parties, hearing officers, collective bargaining unit representatives, parties to contracts, and other members of the public.)

The Department has over the course of several fiscal years attempted to address those areas of practice that have presented particular problems, such as workers' compensation and claims. Revised and more rational procedures for administering such matters have been implemented and are being monitored by attorneys and staff.

In FY 2004, the Department seeks to achieve goals that, in summary, result in: (1) A well-organized and efficient operation by restructuring the Department, realigning attorney and staff assignments, and establishing more clearly delineated responsibilities and duties within three Department sections (Litigation, Counseling & Drafting, and Administrative & Clerical); (2) A trained, knowledgeable Department workforce by encouraging and supporting participation by all attorneys and staff members in training opportunities such as workshops, seminars and conferences, and by encouraging attorney-led discussions on topics of interest to the Department and clients; (3) A cohesive Department with good morale and collegial work environment by improving and maintaining lines of communication within the Department, by sharing reports of important issues, matters, and cases worked on by the Department, and by convening regular meetings of attorneys and staff.

Performance Measures:

	FY 2002 Actual	FY 2003 Estimate	FY 2003 1st Qtr
Requests for legal services	4,375	4,370	1,206
Number of meetings with boards, commissions, and Council and Council committees	600	600	150
Average number of workdays to complete assignments	6	6	6

DEPARTMENT OF THE CORPORATION COUNSEL

Personnel Position Summary

Position Title	FY 02 E/P Appropriated	FY 03 E/P Appropriated	FY 04 E/P Request
Corporation Counsel	1.0	1.0	1.0
First Deputy Corporation Counsel	1.0	1.0	1.0
Deputy Corporation Counsel	10.0	10.0	10.0
Clerk Typist III	1.0	1.0	1.0
Investigator V	1.0	1.0	1.0
Law Technician I	4.0	4.0	4.0
Law Technician II	1.0	1.0	1.0
Legal Assistant	1.0	1.0	1.0
Private Secretary	1.0	1.0	1.0
Supervising Law Technician	1.0	1.0	1.0
TOTAL	22.0	22.0	22.0

Equivalent Personnel (E/P) = Full-time equivalents of full- and part-time personnel.